



Classified Unpaid Furlough Hours / Pay Period Designations

Please provide the number of unpaid furlough hours to be used in each Pay Period for the biennium, beginning July 1, 2009 and ending June 30, 2011.

Note: For a full-time employee, the total number of hours must add to eight (8) and be in increments of zero (0), four (4), or eight (8) - prorated for employees at less than full-time.

NAME: _____

EMPLOYEE ID: _____

(Please print your full name - Last, First MI)

DEPARTMENT: _____

Total Number of Hours to be taken/deducted in the first pay period (1st-15th of the Month) and Paid on the 25th Payroll are to be entered in the box.

On the line provided, please list the specific manner of furlough usage below. (Examples: First Monday of each month, four hours each first and second Friday, four hours in first two weeks of the month.)

Total Number of Hours to be taken/deducted in the second pay period (16th-ME) and Paid on the 10th Payroll are to be entered in the box.

On the line below, please list the specific manner of furlough usage. (Examples: Last Friday of each month, four hours on Tuesday and Wednesday in last week of the month, four hours in last two weeks of the month.)

(Employee Signature)

(Date)

(Supervisor's Printed Name)

(Supervisor's Signature)

(Date)

The signed original of this document must be provided to, and retained by, the leave keeper.